

OSDiscussions...

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Full Speed Reverse – A new way to save money! - Marge MacEvitt

Reverse?! That's right, the Reverse Auction PMT has finalized a new, Statewide Contract that will make Reverse Auction services available to state agencies, cities and towns, and other eligible entities.

Why use Reverse Auction technology to drive down costs? The General Services Administration of the Federal Government experienced savings of 12% to 48% using Reverse Auctions. Last November, after hearing of similar savings from other states using Reverse Auction technology, OSD, ever on the lookout for ways to save taxpayer dollars conducted the first Reverse Auction in the history of the Commonwealth. The Vehicles and Related Services PMT used Reverse Auction technology to drive prices down on the Statewide Sand Contract, and saved \$32,000 (a 15% savings over previous prices) as a result. Ninety-three state agencies, cities, and towns benefited directly from the Reverse Auction. Our own successful outcome prompted OSD to form a PMT to select a vendor for a Statewide Reverse Auction Contract.

In order to explain the Reverse Auction concept, we have created "Reverse Auctions 101," outlined below. This quick piece will provide you with information on reverse auctions, best practices when conducting an event and ways your agency can begin using this tool to "do more with less."

First the basics. A Reverse Auction is a buyers auction where sellers compete for your business over the Internet in real time, driving the cost down. In other words, it works just like an auction, but in reverse - meaning a bidder can keep on bidding until the auction ends but, the lowest bid wins. This common sourcing tactic allows agencies to ensure they are receiving the "best value," or the optimal contractor, based on price and non-price factors.

Reverse Auctions can be set up in many different ways, but one of the most common models works like this: The agency identifies the quantity and specifications for the item(s) to be purchased, and pre-qualifies vendors via an RFR process, but does so without asking for pricing details (the RFR will note that pricing will be determined through a Reverse Auction). Responses are evaluated to verify that requirements are met, and qualified bidders are contacted by the Reverse Auction Contractor and given proper training. Training will be done by telephone and typically takes only a few minutes. Only invited bidders can participate in the auction.

Once the event begins, bidders are able to see their own bids and the lowest bid, but not whom they are bidding against or how many bidders are included in the auction.

Each reverse auction has an established start and end time, which can be an hour or less depending on how many different items are being auctioned. Bidders sign on and submit their bids, which will be monitored live by the Reverse Auction Contractor and the agency, if the agency wishes to do so.

It's important to note that not all commodities and services are suitable for Reverse Auctions. Reverse Auctions work best for "generic" items (as opposed to custom items or projects), where there are several competitive vendors who can supply the goods/services, and where the expected spend is at least \$100,000.

Reverse Auctions can be held for items that are not on Statewide Contracts. Also, in those Statewide Contracts where agencies are encouraged to negotiate for better pricing, the Reverse Auction process could be used as a tool for getting the best price.

An OSD Update will be issued shortly explaining the procedures for using the contract. Because large, committed purchase quantities help to get good pricing, the OSD Update will include advice on collaboration among agencies to pool their purchasing power. OSD suggests that you begin thinking about opportunities to save your department money using Reverse Auction technology in any large volume procurements, for either commodities or services, that are being discussed or planned.

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\$\$\$ COOPERATIVE IT PROCUREMENT SAVINGS

\$\$\$ - Gerry Ostrer

Here is an excellent example of how a cooperative effort benefits all parties. Working closely with public school officials, interfacing with the Department of Education (DOE) and other statewide contract personnel, the IT Hardware Procurement Management Team (PMT) has amended PC content in (ITC05A) to provide for an additional contractor category

- Project Management/Integration. This Project Manager Category will upon request; advise, assist, acquire, manage, install and integrate information technology related project initiatives in a one-stop shopping environment. These project initiatives could range from acquiring equipment to designing/installing/integrating equipment for a major school data center.

The key point to be made here is that this work involved the cooperative interrelationship between the Public Schools, the Department of Education, other Operational Service Division (OSD) Procurement Team Managers, Contractors and the IT Hardware PMT.

Benefits: First, the Public Schools and Public Libraries will have a procurement outlet upon which to meet their Information Technology initiatives, at academic pricing. If requested, these initiatives may be totally managed by professional project management/integrators. Secondly, public schools and public libraries will also be able to take advantage of Federal Funding (ERate) for approved telecommunications related projects. Additionally, all purchases add to the total contract volume and assist in controlling and helping to negotiate pricing for all eligible entities, which of course, includes all state agencies and authorities. Contract awards will be made during November 2002.

We encourage all eligible entities to send us your tips, experiences that have worked for you, and other comments you may have. We'll review them and share them with other entities, perhaps within this newsletter.

Statewide contracts are developed to serve you. Your ideas and thoughts are important to us. Please consider participation on an IT Hardware Procurement Management Team. You are invited to contact Gerry Ostrer, Procurement Manager - IT Hardware and Network Integration Services, at 617-720-3106 or E-mail at gerry.ostrer@osd.state.ma.us.

EPP Buyer Update – New Newsletter Published by OSD

The Environmental Purchasing Program at OSD has recently started publishing the EPP Buyer Update, a newsletter that features

- Current information on environmental products and services
- Links to new statewide contracts for EPPs
- Information on upcoming events
- Environmental purchasing tips office, facilities and schools
- Answers to subscribers' questions

To subscribe, please go to http://www.state.ma.us/osd/enviro/newsletter_form.html or call Dmitriy Nikolayev at (617) 720-3351.

From the Desk of the Vehicles & Related Services Procurement Management Team - Ronald Whitaker

The Vehicles & Related Services Procurement Management Team (VRSPMT) has kept moving during summer vacation. The VRSPMT has paved the road with contract extensions, as well as the development of new RFRS's.

Follows us down the road:

SUMMER FUN

Bituminous Concrete & Patch VEH36: The Bituminous Concrete & Patch contract was extended in June 2002. The continuation of the contract allows for the maintenance of our roads statewide. All seven vendors have signed extensions for FY 2003. In addition, pricing will remain the same as in FY 2002. The contract has one option to renew remaining.

Motor Oil, Re-Refined Anti freeze & Other Lubricants VEH18: The Motor Oil, Re-Refined Anti freeze & Other Lubricants has been extended. The VRSPMT is happy to announce that all three vendors have exercised their option to renew. An OSD Update will be forthcoming which details the current extension.

PREPARING FOR THE WINTER SEASON

Furnish & Delivery of Sodium Chloride VEH40 (Road Salt): The VRSPMT is very pleased to announce the extension of VEH40. The team has worked hard to lower Road Salt prices for FY2003. The teams' efforts have been rewarded with Road Salt price reductions in most Mass Highway Department Areas. Mass Highway purchased approximately 310,000 tons of Road Salt last year. Prices have decreased an average of 2.23 percent this year. The cost would be approximately \$300,000.00 less if they purchased the same amount. In addition, lower Road Salt prices have been negotiated for many cities and towns.

Pre-Mixed Sodium & Calcium Chloride VEH43: In August the VRSPMT extended the contract with no increase in pricing. An OSD Update is scheduled for release.

Furnish & Delivery of Washed Sand VEH44 and VEH45: Preparation for the winter elements continues with the extension of the Washed Sand contract. Washed Sand prices will remain the same for the upcoming season. An OSD Update is scheduled for release.

Liquid Calcium Chloride VEH47: The VRSPMT has developed and posted a new RFR for Liquid Calcium Chloride. The projected start date for the new contract will be November 1, 2002. The new contract will have three options to renew.

Furnish & Delivery of Alternative Snow & Ice Products VEH46: With the assistance of OSD's EPP group, the VRSPMT ventured down a new and not as well known road. That road is the Alternative Snow & Ice Products. Based upon a survey, which the team completed last year, we discovered that there was an interest to utilize alternative products to control snow and ice. The Commonwealth departments and especially cities and towns were eager to participate. The contract will not only afford the opportunity to use alternative products but to study their impact upon the environment. The long-range plan is to compare traditional product use (salt, sand, liquid calcium chloride and pre-mixed sodium & calcium chloride) to alternative product use and the impact of each upon the environment. The start date for the contract will be November, 2002. We anticipate as many as seven new products to be available.

If you desire information or wish to register to participate in any of our Snow & Ice contracts, please contact the contract manager Ronald L. Whitaker at (617) 720-3112. Happy motoring!

Food, Groceries & Related Services - Tasha Coleman

Prime Grocers Contract, GRO 14: Congratulations to Springfield Foodservice for becoming an additional vendor on the Prime Grocers contract, GRO 14. **US Foodservice of Boston (USF)** and **Springfield Foodservice Corp. (SFC)** are the awarded contractors who will service this contract for the next 5 years. It is encouraged that all "eligible entities" choose a contractor to service their purchasing needs.

Bottled Water & Coffee Contract, GRO 01: For generations, the cornerstone of Belmont Springs business has been to provide excellent service to Commonwealth. Belmont Springs wishes to continue to value each and every customer, and looks to improve the services they offer. **Belmont Springs has hired a dedicated Customer Support Specialist who will serve the State of Massachusetts:** you may call Jennifer Troy directly with any questions you have about Belmont Springs — her only job is to make sure Belmont Springs is living up to your expectations! Jennifer's direct line is 800-344-1618 x3018.

Program Evaluator for Food, Groceries, & Related Services RFR, GRO 15: In October the PMT began evaluating all bids received for this RFR. Just to recap, this RFR will be used to monitor and audit all food related statewide contracts for the Commonwealth. The PMT intends to award this RFR mid-November 2002. Please visit www.comm-pass.com for future updates.

OSD Legal Bureau Update

Agency Counsel Monthly Brown Bag Sessions and an all day Agency Counsel Conference - by Bill McAvoy, General Counsel

OSD's Legal Bureau, in coordination with the Office of the Comptroller (OSC) and the Executive Office of Administration and Finance (ANF), has been cosponsoring monthly Brown Bag Training and Informational Sessions for Agency Legal Counsels.

Since its inception in June, we have cosponsored presentations by the Attorney General's Office, Information Technology Division, Office of Campaign and Political Finance, Human Resources Division, State Ethics Commission, Office of Employee Relations, Massachusetts Office of Dispute Resolution, OSC, ANF and OSD.

In addition, we will be cosponsoring an all day Agency Counsel Conference on Thursday, December 5, 2002 at Suffolk University Law School. The topics which will be presented at this conference include "Partners in Sound Financial Management", "How to Be an Effective Agency Counsel", "Conflicts, Disputes and Litigation" and "Drafting Legislation and Regulations and Marketing Legislation". If your agency's Legal Counsels are interested in attending this event, please have them contact me at OSD at william.mcavoy@osd.state.ma.us or Jenny Hedderman at OSC at jenny.hedderman@osc.state.ma.us for further information.



The next STAR event -

Bill Funk

Everyday that passes brings us closer to special holidays, a new year and the next STAR event. For **STAR 2003** we will be in

Worcester at the beautiful Centrum Centre located less than a half-mile from Route 290 or the Worcester train station. STAR is FREE! Parking is FREE! Breakfast and Lunch are FREE! Education Workshops are FREE! Plan to take the opportunity at STAR to interact with vendors you know or want to know and discuss commodities and/or services you need more information about. Our last STAR event was a complete sell out with 290 exhibitors and attended by 2500 people over two days.

For STAR 2003 many vendors have already expressed an interest in debuting new items and offering bigger and better raffles. Will you be there April 8 & 9, 2003 from 8:30 am to 2:30 pm? Register on-line at www.mass.gov/osd/star and let us know your travel concerns. Oh, by the way a FREE limited number of busses will be available from Boston (State House area), Attleboro T-stop and Springfield. More information will be made available to those who identify their needs on-line. Now, that's got to make things easier.

Medicine & Medical Services PMT Briefs - Brian Putnam

Maintenance and Repair of Medical and Lab Equipment (MED09 - ST8L491): The PMT distributed its annual customer survey in September. It is important to the PMT that if you use this contract, you complete the survey, which is available on the Medicine and Medical Services Intranet Site, <http://www.osd.state.ma.us/medical>. The contract is now in its last year and will expire on June 30, 2003. The PMT has begun the process of writing a new RFR that will be similar to the present contract. If you would like to have input please contact the PTL.

Influenza Vaccine: Flu shots are initially going to be available to the highest-risk group and the large public clinics. Employers have been requested by the Department of Public Health not to use the "free" state influenza vaccine to vaccinate employees who don't fall into one of the higher risk groups.

Use of a GPO for Med-Surg Commodities: The PMT is actively looking at the use of a Group Purchasing Organization to establish the pricing the Commonwealth pays for most Medical Surgical Items. A request for information MED24 has been issued on Comm-PASS.

If any of the readers would like to contact me (PTL Brian Putnam) my direct phone number is (617) 720-3328 and my e-mail is brian.putnam@state.ma.us. Have a great fall.

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Be sure to check out the next issue of OSDiscussions for an update on the **Comm-PASS Generation II** project!

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Facilities PMT News -

Kristal Doherty

Lots of things are going on in the Facilities group. Probably of most interest to Statewide Contract users is the new RFR for Tradespersons. The current Tradespersons contract (ST8J601) will expire December 14, 2002. The PMT posted a new RFR in October to replace the current contract. The PMT would like to encourage all eligible

contract users to inform vendors in their geographic area of the posting. Vendors will be required to obtain the RFR from the website. This is your opportunity to increase the number of contractors who currently service your area and to have contractors that you would like to begin using or continue using awarded on the contract. Please refer all interested bidders to the Comm-PASS website and do not have them call OSD. If they don't have Internet access, they may call the Comm-PASS help desk at 888-627-8283 for suggested access sites.

There will also be a new contract for Collection and Recycling of Fluorescent Lamps and Mercury-Containing Devices and/or Cathode Ray Tubes, Computers and Electronics (FAC26) which will begin in mid October, 2002. This will replace ST7J211 and will incorporate a second category specifically for CRTs, computers and electronics.

The Facilities PMT continues to meet on the 2nd Wednesday of each month. However, the PMT meetings now begin at 10:00 AM and usually end around 11:30 AM. The meetings are held at Operational Services Division, 1 Ashburton Place, Room 1017 in Boston. Subgroups meet independently of the main PMT to work on individual RFRs. During these times of budget cuts and workforce reduction, it is more important than ever to have Statewide Contracts that meet your needs. The PMT is currently working on new RFRs for Building Materials and Supplies, Industrial/Commercial Equipment and Supplies and Tradespersons. We encourage you to join the PMT or a subgroup now so that your needs are addressed in the new contracts.

If you have questions on any of these contracts or suggestions for future statewide contracts, please contact Kristal Doherty, Procurement Team Leader at kristal.doherty@osd.state.ma.us or Michelle Bessler, Deputy Procurement Team Leader michelle.bessler@osd.state.ma.us.

E-LEARNING (WEB-BASED TRAINING) - Michael Maguire

A new E-Learning Procurement Management Team (PMT) was recently convened to explore creating a Statewide E-Learning Contract. We currently have representation from several state agencies including DCAM, DEP, DET, DOC, DPH, HRD, MRC, OCCS, and OSC.

During our first E-Learning PMT Meeting held on September 18th, it was suggested by team members that a focus group be brought together to discuss the E-Learning needs of state agencies so that all state agencies' needs could be addressed in a Statewide RFR to be released at some point in the future. The PMT has decided that our first step will be to convene a focus group. This step will then be followed by a Request for Information being released to the vendor community on Comm-PASS. After this information has been gathered, a Request for Response will be drafted and then released on Comm-PASS.

In the interim, the Department of Correction has released a RFR for E-Learning. Responses are currently under evaluation and vendor demonstrations were completed the week of September 23rd. This Contract is expected to be in place by January 1, 2003 and will be a Multi-Departmental Contract for use by all state agencies.

If you are interested in becoming a part of this focus group and/or a PMT member, please e-mail Michael Maguire, Deputy Procurement Team Leader, at michael.maguire@osd.state.ma.us. Additionally, please feel free to contact me directly if you should have any questions about this project.

Marketing, Advertising, and Public Relations PMT Update (MAPR)

In late September, the MAPR PMT sent out notification to all current Department of Public Health Media Services Contractors informing them of the PMT's plans to make the current DPH Multi-Departmental Contract Statewide. The PMT anticipates that this new Statewide Contract (Contract Number ST2H041) will be in place by November 1, 2002. A new OSD Update announcing this Contract will be released in October.

As always, we welcome new PMT members from Departments who are currently not represented on the PMT. Those individuals interested in becoming a member of this PMT should contact Michael Maguire, Deputy Procurement Team Leader, at (617) 720-3381 or michael.maguire@osd.state.ma.us.

New Statewide Contract for Deaf Interpreters and Transliteration Services ST2J423

From Massachusetts Commission for the Deaf and Hard of Hearing Statewide PMT

The Massachusetts Commission for the Deaf and Hard of Hearing and OSD are pleased to announce the start of a new Statewide contract for Interpretation and Transliteration Services. This contract, ST2J423, began on July 1, 2002 and will be in effect until June 20, 2005. It has two renewal options of two years each. The contract is a Statewide Designated OSD - MCDHH effort, and the PMT is to be congratulated on their hard work. There are already nearly as many active contractors as on the previous contract, over 200. This is a 'rolling enrollment' contract, so new contractors are added continually.

The OSD Update, including live links, will be available in early October. The links will enable users to access current contractor rates on the MCDHH website. This information will be updated quarterly. The OSD Update will also provide links to information about the contractor qualification process.

New features on this contract include registered interpreter skills in administrative law services and CORI checks for all contractors. In addition, the bulk of rates remained in the same range as the previous contract, giving continued exceptional services at reasonable prices. Since public hearings are required to determine prices the Commonwealth will pay, the OSD Professional Services PTL wishes to extend her congratulations to the MCDHH PMT. The group has displayed excellent negotiation skills.

News from the Medical, Laboratory and Dental Supplies PMT

Supporting Commonwealth Safety Needs at OSD - Peter Sasso

During the past year many agencies have made inquiries to OSD about Safety and Evaluation Supplies. After the devastation of that fateful day on September 11th and other more recent threats many agencies have started to create disaster planning which includes the purchase of many new safety and evaluation supplies and equipment. In order to assist these requests, three PTLs have joined forces to address these needs in the Commonwealth. Betty Fernandez PTL for Public Safety/Fire Fighting, Kristal Doherty PTL for Facilities and Peter Sasso PTL for Medical and Laboratory Supplies along with representatives from each PMT have been discussing how to more effectively communicate with all Commonwealth agencies about procuring these specific supplies and equipment. This Safety/Evacuation PMT will discuss the possibilities of creating a new RFR or looking at what we currently have on contract and finding more effective ways to inform Commonwealth Agencies, School Districts, Cities and Towns and Municipalities of the existing contract possibilities.

More information will follow on the progress of this new PMT. If you would like any information about the work of the PMT please contact Peter Sasso at (617) 720-3307 or email at peter.sasso@osd.state.ma.us.

Central Supply Managers who have been members of the Hospital PMT have been meeting to discuss specific issues within their departments. Eleanor Sullivan from the Hospital PMT has been chairing the meetings with other CSR Managers. This subgroup has been a great opportunity to identify issues, which pertain to the operation of Central Sterile Supply Departments. If you would like more information on these meetings, please contact Eleanor Sullivan, Monson Developmental Center at (413) 283-3411, ext. 202.

Lab PMT: Last year the Lab PMT created a new HSP17 contract for Lab supplies and equipment that are designated by a protocol. The contract is a designated Statewide contract being managed by the State Laboratory Institute and managed by Deborah Danforth. This contract has assisted agencies that are required by Federal or State protocol to perform certain services or tests with specific supplies that are needed to complete these tests. This contract has a rolling enrollment, which means new contractors can be added as needed at anytime. If you would like more information about this contract please contact Deborah Danforth at the State Lab Institute at (617) 983-6231.



"Green Cleaning" is the Focus of New Contract - Marcia Deegler

As part of the Commonwealth of Massachusetts' program to purchase environmentally preferable products (EPPs)

and to address certain environmental and health concerns associated with many cleaning products, the Operational Services Division is in the process of awarding a new statewide contract for environmentally preferable cleaning products. The categories of products to be provided under this contract include general purpose cleaners, bathroom, glass and carpet cleaners, disinfectants and sanitizers, floor care systems and hand soaps.

The products to be offered will represent a lesser impact to public health and the environment as they must comply with stringent specifications that address issues of toxicity, carcinogens, skin and eye irritation, combustibility, indoor air quality, biodegradability and more. In addition, before products are awarded to the new contract, they must also pass rigorous performance testing to ensure that they will work as well as competing products.

The particularly unique element of this procurement is that it has been designed in consultation with various state and local governments across the country for the purpose of establishing a set of minimum criteria that they and others can use in drafting their own contract bids. This should make it easier for other state and local governments to purchase EP cleaners and easier for the industry to respond to multiple procurements across the country.

This effort was coordinated by the Center for a New American Dream (CNAD) and included the participation of Massachusetts; Minnesota; Missouri; Washington; King County, Washington; Phoenix, Arizona; Santa Monica, California; Seattle, Washington; and the Pacific Northwest National Laboratory. For more information on the multi-state effort, see the CNAD website at www.newdream.org, or the MA EPP Purchasing Program page at www.mass.gov/osd/enviro for links to the RFR.

Environmental to Challenge the Printing Industry - Dmitriy Nikolayev

OSD is in the process of awarding the new Statewide Contract for Printing and Mailing Services. The contract will be innovative in many ways, one of which will be the environmental component. It is not a secret that many of the chemicals used in printing (e.g. inks, varnishes, solvents, and washers) are toxic. The team decided to build on the success of the current contract in promoting the use of recycled content paper and challenge the printing industry to take one more step in making their production processes greener. The PMT and OSD's Environmental Purchasing Program collaborated with the Massachusetts Office of Technical Assistance (OTA) and Department of Environmental Protection (DEP) to enable the new printing contract to encourage printers to reduce the amount of toxic chemicals used in the production process and implement other environmentally preferable practices. The new contract will give each printer an Environmental Score based on the criteria developed by the interagency team. We encourage all agencies to use printers with higher environmental scores!

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Save money on your next print job by contacting Central Reprographics at (617) 720-3317.

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Looking for a Statewide Contract?

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Animal, Clothing, Firefighting and Law Enforcement Procurement Management Team (PMT) News - Betty Fernandez

**Animal Feed, Bedding and
Related Supplies (ANI08)
Statewide Contract** - The Animal
Procurement Management Team
(PMT) is pleased to announce they
have completed the evaluation and
have awarded a new statewide
contract for Animal Feed, Bedding

and Related Supplies (ANI08) for domestic, farm and wildlife animals. Contracts have been extended to the following four contractors: Farmers Exchange-Framingham, MA, Realwood Inc./Hanson Grain-Hanson, MA, Savage Farms-Deerfield, MA and Ventura Grain Co.-Taunton, MA. The initial term of this contract is for twenty-four months from August 8, 2002 through August 7, 2004 with options to renew for up to twelve months four times.

For detailed information, pricing and instructions for this contract please refer to OSD-Update 03-03 available on the Comm-PASS.

Firefighting PMT - The Firefighting PMT will be extending the Firefighting, Forestry, Emergency Medical, Rescue Equipment and Supplies (FIR01) contract for an additional twelve months. Although this contract will be extended, the PMT has also decided to begin developing a new Request for Response (RFR) for Fire/EMS Equipment and Supplies and Related Services and Repairs FIR02, which once completed will replace the FIR01 contract. The RFR intent will be posted and available on Comm-PASS (www.comm-pass.com) on or before October 1, 2002.

Contract Renewals - The Clothing and Law Enforcement PMT, upon their review and approval of contractor's performances, will be renewing one Clothing and two Law Enforcement contracts. The expiring contracts are as follows: The Uniform Apparel, Footwear and Accessories (CLT04) expiring February 24, 2003, Body Armor Vests (LAW03) expiring January 5, 2003, and Chemical Agents and Less than Lethal Munitions (LAW04) expiring March 20, 2003. Once approved by the PMT, Contract Amendment Forms for these contracts will be sent to the contractors in mid October, 2002. Departments are encouraged to monitor Comm-PASS (www.comm-pass.com) web sites for renewal information.

If interested in getting involved with any of the initiatives mentioned above, or if you have any comments or suggestions please contact Betty Fernandez, PTL, 617-720-3133 or E-mail: Betty.Fernandez@osd.state.ma.us.

Energy PMT News - James Ferri

New Energy Advisors Contract: The Energy PMT released a new contract for Energy Advisors. The Energy Advisors Contract ST1H19 provides eligible entities with access to a listing of qualified energy consulting professionals. This listing includes large firms as well as individuals. They provide a wide range of consulting services in areas such as Strategic Energy Planning, Facilities Energy Planning, Energy Procurement and Renewable Energy. For more information please refer to OSD Update 03-05: <http://www.state.ma.us/osd/memo/memo2003.htm>.

RFR for Electricity: The Energy PMT is working on a dual track regarding an RFR for Electricity. We are developing a Request for Qualification to be issued in October 2002. This will be used to qualify suppliers, who will then be allowed to offer a Price Response to a specific aggregated load as determined by the PMT.

In addition, due to current limited resources, the team has been exploring the possibility of partnering and joining the Health Education and Facilities Authority - Power Options Program. The Power Options program is a successful power-buying group with membership open to all nonprofit and public entities in Massachusetts. This may be a winning combination for OSD and HEFA. As with joining any procurement not conducted by OSD, there are a variety of business and legal issues that are currently under review.

Winter Outlook/Heating Fuels: Last winter was one of the warmest on record and a normal winter this year will bring with it increased fuel consumption. Other factors currently impacting the oil markets include significant cuts in OPEC production quotas in 2001, escalating tension regarding US military action against Iraq. (The so called "war premium" currently associated with oil prices) and a steep slide in US Crude Oil inventories.

The following heating fuel contracts are available:

EN008 No.2 Fuel

<http://www.state.ma.us/osd/memo/updt0251.pdf>

EN009 No.4 & No.6

<http://www.state.ma.us/osd/memo/updt0251.pdf>

F5017 Propane

<http://www.state.ma.us/osd/memo/updt0211.pdf>

For information on Energy contracts and/or initiatives please contact the Energy PTL James Ferri at 617-720-3168 or by e-mail james.ferri@osd.state.ma.us.

AN EXERCISE TO STRETCH THOSE DOLLARS! - Gloria Harris

No Bidding to get the **Best Prices** for recreational, athletic and physical fitness equipment supplies and services. The Procurement Management Team has done that tedious **exercise** for you by developing and releasing a new Statewide Contract, Recreational/Athletic/Physical Fitness #OFF14.

Purchasers may now shop for top quality products and services without going through the time-consuming tasks of gathering specifications and filling out the necessary paperwork. This new contract features items such as:

Recreational games,

Leisure and competitive sports equipment, accessories and supplies,

Aerobic and physical fitness equipment, accessories and supplies,

Lockers and locks

Pricing is offered with Discount Percentage (%) Off of the Contractors' current dated manufacturer's catalog or price list. Many Contractors offer **deeper savings** through **volume discount pricing** as well as **prompt pay discounts**.

Significant savings can also be realized by purchasing refurbished physical fitness equipment from this contract. All equipment supplied in this category is in "like-new" condition and warranted to be free of defects, meeting accepted standards and specifications of manufacturers. Contractors have been certified to perform equipment remanufacturing/refurbishing by the original equipment manufacturer (OEM).

To get further information on this 3-year contract (initial term: **August 12, 2002 through August 11, 2005**) go to Comm-PASS @ www.comm-pass.com and click: OSD's **new Statewide Contract Listing**; scroll to Category—"Recreational Services" to Contract #OFF14. OSD Update 03-02 gives all Contractor, product, and other information needed to know how to use this new contract.

Maximizing Savings on Printing

Many state agencies find themselves in the position of needing quick, efficient and fast turnaround on print jobs! However, it's important in today's economy that you shop around for best value, which includes price, turnaround time, print quality and on-time delivery, just to name a few. Depending on who you are and what your needs are, any one of those factors may influence you in determining the best value for your printing needs. Considering that budgets are being cut and state agencies are being asked to curtail spending, price has to be one of the major factors in any purchasing decision.

OSD has a statewide printing contract, which includes Central Reprographics with state of the art printing equipment. Central Reprographics is comprised of 13 public sector employees, like yourselves, who are skilled technicians and eager to help your agency with its printing needs. They are a nonprofit, full service print shop that can compete with other vendors and have full printing capabilities, i.e., Letterhead, Gold Seal Business Cards, Invitations, Newsletters, Envelopes, high-speed photocopying and/or full color copiers. They have two locations: the Quick Copy Center located at One Ashburton Place, Plaza Level, Boston and the main production shop in Charlestown.

Central Reprographics offers competitive pricing for printing services. Let me give you a hypothetical example: Suppose you did a little comparative shopping to determine exactly what you might pay for a standard or routine print job [33 double-sided pages x 100 copies] using a well known printing company. The results of your investigation could be intriguing - here's what I found:

Printing Vendor: \$.14 each = \$462.00

Central Reprographics: \$.064 each = \$211.20

In this example, you could save \$251.20 on this print job by using Central Reprographics. Giving Central Reprographics an opportunity to bid on your printing requirements, makes good business sense, they are competitive and offer additional services, such as pick up and delivery for a nominal fee. So, when you have a printing job and are looking for quality service at a low cost, remember to seek multiple quotes from your statewide printing contractors and include Central Reprographics in your search. If you need to contact Central Reprographics for questions or a quote, call Jack Ryan @ 617-720-3341 or Richie DiBiasio @ 617-242-5930.

AMP Language Initiative Completed - Monserrate

Quinones

The Affirmative Market Program (AMP) staff along with AMP Coordinators and OSD directors initiated a project in January 2001 to review and improve the AMP guidance available to departments in the Procurement Policies and Procedures Handbook. The process took far longer than anticipated and, at times, tried even our own patience. After a long process that involved numerous drafts and after having distributed the draft document for comment to Departments Heads, Chief Fiscal Officers, AMP Coordinators and contract staff, I am very pleased to announce that the initiative is accomplished and will be shortly available for application for all departments' procurements. The purpose of the AMP language is to provide comprehensive guidelines to departments when developing contracting language that would include AMP objectives for all types of procurements regardless of size. This initiative will ultimately assist participating state entities in successfully attaining annual benchmarks for spending with certified vendors and increase their participation in the state procurement process.

As mandated in Executive Order 390, "it is the intention of this Executive Order that the principles underlying the Affirmative Market Program be incorporated into the fabric of general management in state government." This language will eventually be fully integrated into the revised Commonwealth of Massachusetts Procurement Policies & Procedures Handbook, which is scheduled for re-issuance in the spring, 2003. In the meantime, the final AMP language will be issued and distributed to departments as an OSD Handbook Update. In this Handbook Update, departments will receive the new AMP language, that will replace the current AMP section the Handbook, as well as revised AMP and subcontracting language which appears in the RFR Required Specifications (boilerplate) section of the handbook. The revision to the subcontracting language, in particular, provides the crucial tools necessary for the implementation of the subcontracting policy within the context of the new AMP language. Preparations for trainings available to departments are being finalized and planned for January and February of the coming year. Specific information regarding the date, time and location of these trainings will be communicated to each department's AMP Coordinator. If you have any questions regarding AMP, please contact Monserrate Quinones @ (617) 720-3149 or @monserrate.quinones@state.ma.us.

A NEW LOOK FOR OSD!

We are pleased to announce that OSD has been selected by Mass.Gov as the next Commonwealth agency to be portalized. "What does that mean?" You might ask. It means that the OSD web pages will be migrated to a more "intentions based", customer focused scheme very similar in look and feel to the new Mass.Gov portal for the Commonwealth. We have already completed a series of interviews and focus groups with our customers, including Commonwealth agencies, statewide contractors and businesses interested in contracting with the Commonwealth, cities, towns and independent authorities. Once we have completed a content analysis of our existing Internet web pages, we will be developing a series of "intentions" based on the activities identified most often by our customers. Answers to questions such as "How do I Search for Statewide Contracts? How Does the State Purchase? How do I Procure? Will soon be available on the new OSD portal. Stay tuned for more information on the new look of OSD!

E-mail *anyone* at OSD by sending it to their first name.last name @osd.state.ma.us
A listing of OSD telephone numbers can be found at www.state.ma.us/osd

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Recent OSD Updates

(Copies of OSD Updates are available, listed numerically, on the Internet at www.state.ma.us/osd/memo/memotoc.htm)

PMT	Statewide Contract(s)	Contract Number(s)	OSD Update	Action
Animal	Animal, Feed Bedding & Related Supplies	ANI08	03-03	New Contract
Energy	Unleaded Gasoline	EN005	02-49	Contract Extension
Energy	#2 Distillate Fuel, #4 and #6 Fuel Oil, #4 and #6 Fuel Oil, Zones 1 & 3 Only	EN008, EN009, EN009A	02-51	Contract Extension
Energy	Energy Advisors	ST1H191	03-05	New Contract
Facilities	Office Furniture Disposal Services	SSP02	02-03A	Contract Extension
Facilities	Office Furniture Disposal Services	SSP02	02-03B	Contractor Update
Facilities	Farm, Lawn, Garden & Outdoor Application Products	FAC19	01-08B	Contract Extension
Facilities	Plastic Lumber, Recycled & Other Recycled Plastic Products	FAC20	00-30B	Contract Extension
Food	Dairy Products	GRO-13	00-64A	Contract Extension
Food	Institutional Commercial Grade Food Service Equipment	GRO07	02-47	Contract Extension
Food	Institutional Commercial GradeFood Services Equipment	GRO07	02-47A	Contractor Update
Food	Water, Bottle Water, Water Cooler and Coffee Services	GRO-01	98-32B	Contract Extension
Food	Prime Grocer	GRO14	02-33A	Contract Amendment
Hospital	Laboratory Services Referenced	MED22	02-46	New Contract
Hospital	Personal Care Products and Services	CLT03	02-48	Contract Extension
Hospital	Pneumococcal 23 Vaccine	MED20	02-17A	Contract Extension
Human Services	HST Broker/Mobility Manager Services	ST2M04T	02-04A	Contract Update
IT	Electronic Student Tutorial Services	02DCAPM1	03-04	New Contract
IT	Centrex Services	ITT07, BTOE081	00-38B	Contract Extension
IT	Internet Access Services	ITD98, IT98A, IT98B & BT8EE81	00-24C	Contract Extension
IT	Telecommunication/Data Infrastructure Services	ITC09	02-50	New Contract
Office Supplies	Stockless Office Supplies	OFF-01	01-20A	Contractor Update
Office Supplies	Recreational, Athletic and Physical Fitness Equipment Supplies, Accessories & Svcs	OFF14	03-02	New Contract
Office Supplies	Recreational/Athletic/Physical Fitness Equipment, Accessories, Supplies & Svcs	OFF14/MSA ST3L451	03-02A	Contractor Update
Office Supplies	Printer Laser Toner Cartridges & Ink Jet Cartridges	MSA ST3L251	99-37G	Contractor Update
Professional Svcs	Revenue Optimization Feasibility Studies	OFF06	99-37G	Contractor Update
Professional Svcs	Temporary Help Services	ST7H191	03-01	Contract Extension
Professional Svcs	Competitive Statewide TELP & Indexed Statewide TELP	ST8J461	98-46D	Contract Extension
Professional Svcs	Court Reporting and Transcription	ST7L001 & ST8COMMTELP	98-6C	Contract Extension
Professional Svcs	American Sign Language Interpreters & Translators for the Deaf & Hard of	ST9J141	00-07B	Contractor Update
Professional Svcs	Hybrid Vehicles (Electric/Gasoline)	ST2J423	03-07	New Contract
Vehicles	Plow Parts	VEH34	01-37A	Contract Extension
Vehicles	Motor Oil Re-Refined, Antifreeze & Other Lubricants	FCS42	01-06A	Contract Extension
Vehicles	Traffic Cones & Plastic Safety Products	VEH18	00-06C	Contract Extension
Vehicles	Recycled	VEH49	03-06	New Contract
Vehicles	Furnish & Delivery of Pre-Mixed Sodium & Calcium Chloride	VEH43	02-13A	Contract Extension
Vehicles	Liquid Calcium Chloride, Furnishing & Del.	VEH47	03-08	New Contract

Good Byes & Hellos

OSD congratulates the Bessler family. Michelle Bessler is the proud mother of twin girls. Macayla Louise and Alyssa Nicole entered the world on July 17th, at 1:45 & 1:47 PM and weighing in at 5lbs 6 oz, 17 inches long and 4lbs 4 oz, 17 inches long. Both babies and mommy are enjoying the best of health. All the best to the Bessler family from the OSD family.

In addition OSD extends a warm welcome to three former CBO staffers. Bonnie Cunningham, HRCMS Specialist, Amy Fu, Chargeback Specialist and Grace McLaughlin, Accounts Payable/Receivable. Welcome to OSD!

New Solicitation Notification Services

Interested in automated email notifications when a new solicitation matching your customizable profile is posted? Go to <http://www.Comm-PASS.com> and learn about the new Solicitation Notification Services available by subscription!

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General comments about this newsletter can be directed to:

Suzanne.Pierre@
osd.state.ma.us